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ABSTRACT

These guidelines designed to improve the effectiveness of the depository library program are based on recommendations made by the Depository Library Council to the Public Printer. Areas covered include the objectives of the depository library system; responsibilities of the Superintendent of Documents, U.S. Government Printing Office; designation of new depository libraries; organization of the depository collection; maintenance of the depository collection; staffing; space standards; service to the general public; cooperation with the Government Printing Office; interlibrary cooperation; and regional depositories. The Bylaws of the Depository Library Council as amended October 18, 1977 are appended. (JPF)

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Guidelines for the Depository Library System

as adopted by the Depository Library Council to the Public Printer, October 18, 1977

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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with

Bylaws of the Depository Library Council to the Public Printer

as amended October 18, 1977

IR006309

United States
Government
Printing Office
Washington, D.C. 20401

OFFICE OF THE PUBLIC PRINTER

FOREWORD

For over a century the depository library program, operating under various Federal statutes, has provided the general public with access to publications of the United States Government. Congressional designation of selective and regional depository libraries has made this program national in character and scope.

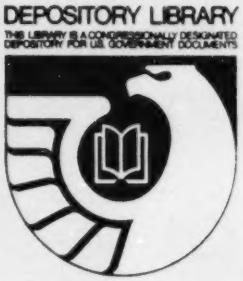
Currently, the depository library program is distributing more than 3,800 classes of Government publications to a broad range of libraries. The 1,217 designated depositories include libraries of Federal and State Governments, colleges and universities, special and public libraries.

In operating the depository library program, the Public Printer and the Superintendent of Documents have had the excellent professional advice of the Depository Library Council to the Public Printer. Council members have generously given of their time and thought to help the program better serve the public and the libraries which implement it. Their recommendations have now brought forth specific guidelines designed to make the program even more effective.

To all connected with the shaping of these guidelines, let me extend the thanks of the Public Printer and the Superintendent of Documents. They represent a remarkable effort from their genesis within the Council in 1974, and the creation of a Committee on Standards chaired by a most patient and persistent documents librarian, Catharine Reynolds. Many others worked with her subsequently in disseminating drafts through Public Documents Highlights to the large community of documents librarians. The thoughtful responses of hundreds of librarians working daily with documents were integrated into this final document. It bears the stamp of participatory professionalism in the finest sense, and will go far in making the publications of our Federal Government more readily accessible to all citizens through the depository library program.

John J. Boyle

JOHN J. BOYLE
Public Printer



GUIDELINES FOR THE DEPOSITORY LIBRARY SYSTEM

as adopted by Depository Library Council
October 18, 1977.

1. OBJECTIVES OF THE DEPOSITORY LIBRARY SYSTEM.

1-1 The purpose of depository libraries is to make U.S. Government publications easily accessible to the general public and to insure their continued availability in the future.

1-2 The purpose shall be achieved by a system of cooperation wherein depository libraries will receive free Federal public documents in return for making them accessible to the general public in their areas.

1-3 The guidelines are to be considered a recommended level of conduct by all depositories unless otherwise specified by statute or regulations thereunder.

2. SUPERINTENDENT OF DOCUMENTS, U.S. GOVERNMENT PRINTING OFFICE.

2-1 Obtain new Federal publications and forward free of expense to depository libraries without delay in accordance with Chapter 19, Title 44 U.S.C.

2-2 Provide all issues of series in the List of Classes of United States Government Publications Available for Selection by Depository Libraries, including those issues not printed at the Government Printing Office.

2-3 Actively gather and distribute in paper or microformat all Federal publications of public interest or educational value not printed at the Government Printing Office which are within the scope of 44 U.S.C. 1902.

2-4 Provide samples and/or annotations for new titles offered to depositories, and return cards for selection purposes.

2-5 Subdivide item numbers as necessary to insure that libraries need receive only wanted documents.

2-6 Supply shipping lists containing item numbers, titles of documents, classification numbers, information on classification changes, corrections to previous lists, and price information (if available) for sales publications.

2-7 Supply forms for claiming items selected but missing from the shipment, damaged or incomplete.

2-8 Offer choice of format: paper, microform or other; however, the Government Printing Office, in consultation with depository libraries, should have the option of providing only one format when the nature of the material warrants it.

2-9 Provide a timely and comprehensive system of catalogs, bibliographies and indexes to Federal publications.

2-10 Provide a standard classification system for Federal documents and related aids such as lists of subject headings.

2-11 Provide assistance to libraries on problems of using the Sudocs system of classification.

2-12 Cooperate with the National Archives that the Archives may acquire and preserve a comprehensive collection of Federal publications.

2-13 Issue instructions for the selection, claiming, retention, and withdrawal of depository documents and other activities related to depository libraries.

2-14 Allocate funds for the evaluation of depository libraries through questionnaires, surveys, and inspections at intervals considered necessary by the Superintendent of Documents, to insure compliance with the depository law.

2-15 After advance notice to the library concerned, investigate conditions in depository libraries by personal visits.

2-16 Provide written notice to a library about unsatisfactory conditions, and if not corrected within six months, consider deletion of the library from the list of depositories.

2-17 Announce new policies and changes on a regular basis to all depositories.

2-18 Cooperate with publication projects which contribute to use of Federal documents.

2-19 Consult at regular intervals with the Depository Library Council to the Public Printer on matters related to depository libraries, including the development of standards and bibliographic aids, changes in the Sudocs classification system and the selection of materials for micropublication.

2-20 Collect, compile, analyze and publish pertinent statistics on a regular basis.

2-21 Provide sufficient copies to fill claims for publications missing from depository shipments.

3. DESIGNATION OF NEW DEPOSITORY LIBRARIES.

3-1 There may be up to two depositories in each Congressional district to be designated by Representatives, not more than two others within the state designated by Senators, and other depository libraries specifically provided for in Chapter 19, Title 44 U.S.C.

3-2 The library shall be open to the general public for the free use of depository publications, as provided in Chapter 19, Title 44 U.S.C.

3-3 The library shall have the interest, resources and ability to provide custody of the documents and public service.

3-4 The library should possess at least 15,000 titles other than government publications.

3-5 The library should be prepared to keep its documents collections open the same hours as other major parts of the library, when the library is open for full range of services.

3-6 When a new vacancy occurs through redistricting or by the resignation or deletion of an existing depository, this fact should be made known by the Superintendent of Documents to the state library authority, the regional depository, if any, and the state professional associations.

3-7 Eligible libraries shall apply to the state library authority for evaluation and recommendation, with notice of the application to the regional depository, if any. The library should be prepared to offer statistics on the size and character of its collection, population served, budget, and if an academic library, the size of the student body, and need for research materials.

3-8 The evaluation should relate to community interests and indicate staff, space and budget to be allocated to the collection and the number, scope and character of the items to be selected. The state library authority after consulting with other libraries, the regional depository, if any, and representatives from the professional associations, will make a recommendation to the Senator or Representative based on location in relation to other depositories, the need for an additional depository and the ability of the library to provide custody and service.

3-9 Libraries of independent agencies and additional libraries in executive departments may be designated depositories upon certification of need according to the provisions of 44 U.S.C. 1907.

4. DEPOSITORY COLLECTIONS.

4-1 Each depository library should maintain a basic collection available for immediate use consisting of all titles in Appendix A (attached).

4-2 Each library should acquire and maintain the basic catalogs, guides and indexes, retrospective and current, considered essential to the

reference use of the collection. This should include selected non-governmental reference tools.

4-3 Each depository should select frequently used and potentially useful materials appropriate to the objectives of the library.

4-4 Each depository should select materials responsive to the needs of the users in the Congressional district it serves.

4-5 Selection of at least 25% of the available Item Numbers on the Classified List is suggested as the minimum number necessary to undertake the role of depository library. A prospective depository intending to select fewer than 25% should provide additional justification for its designation as a depository.

4-6 Depository libraries should coordinate selections with other depositories in the district to insure adequate coverage within the area.

5. ORGANIZATION OF THE DEPOSITORY COLLECTION.

5-1 The library should check all daily shipping lists to insure that items selected are received, and if not, promptly claimed.

5-2 Each publication in the shipment should be marked to distinguish it from publications received from other sources. Each publication should be marked with the date of the shipping list or the date of receipt.

5-3 The library should record its depository accessions.

5-4 The minimum record for a depository library should show the library's holdings and the call numbers or locations where they may be found.

5-5 A method of classification should be adopted for precise identification and location of materials requested by library users.

5-6 The method of classification adopted shall be optional with the library; however, it is suggested that libraries which integrate their documents should maintain a shelf list by Sudocs number showing disposition of the publication.

5-7 Whenever possible documents should be available for public use within 10 days after receipt; they should be retrievable even if cataloging information is not yet available.

5-8 The library should maintain statistics of the collection needed for the Biennial Survey.

5-9 The library will retain one set of item cards, both items selected and not selected.

6. MAINTENANCE OF THE DEPOSITORY COLLECTION.

6-1 Collections should be maintained in as good physical condition as other library materials, including binding when desirable.

6-2 Lost materials should be replaced if possible.

6-3 Unneeded publications should be made available to other libraries in accordance with Chapter 19, Title 44 U.S.C.

6-4 Libraries served by a regional depository may withdraw publications retained for a period of at least five years after securing permission from the regional library for disposal in accordance with the provisions of 44 U.S.C. 1912.

6-5 Depository libraries within executive departments and independent agencies may dispose of unwanted Government publications after first offering them to the Library of Congress and the Archivist of the United States, in accordance with the provisions of 44 U.S.C. 1907.

6-6 The provisions of 44 U.S.C. 1911, disposal of unwanted publications, do not apply to libraries of the highest appellate courts of the states (see 44 U.S.C. 1915).

6-7 Superseded material should be withdrawn according to Instructions to Depository Libraries (latest edition).

6-8 Depository publications should be protected from unlawful removal as are other parts of the library's collections.

7. STAFFING.

7-1 One person should be designated by the library to coordinate activities and to act as liaison with the Superintendent of Documents in all matters relating to depository libraries.

7-2 This person should be responsible for
a) selection, receipt and claiming of depository distributions
b) replies to correspondence and surveys from the Superintendent of Documents
c) interpreting the depository program to the administrative level of the library
d) performance and/or supervision of stated aspects of service, or in an integrated collection, a knowledge of persons to whom responsibilities are delegated, such as:

(1) organization for use
(2) maintainance of records of the collection
(3) physical maintenance of the collection
(4) establishment of withdrawal procedures
(5) maintainance of reader services
(6) promotion of use of collection
(7) preparation of budgets
(8) submission of reports.

7-3 The liaison person should be a professionally qualified librarian.

7-4 The liaison person should be directly responsibile to the administrative level of the library.

7-5 Additional professional staff should be added depending on the size and scope of the library and the methods of organization of the collection.

7-6 Professional staff should be assisted by support staff. A suggested proportion is 1 professional to 3 support staff.

7-7 Librarians and such support staff as indicated by their responsibilities should keep up to date on new developments through participation in professional societies, attendance at document workshops, and professional reading.

8. SPACE STANDARDS.

8-1 Space for depository operations should be of the same quality as other areas of the library. It should be attractive, comfortable and have acceptable levels of lighting, temperature, ventilation and noise control. It should be functional, flexible and expandable.

8-2 The space should contain well planned areas for services provided, reference, circulation, loan and other public service activities as well as adequate space for the processing of new materials and housing of the collection.

8-3 It should include private work areas for staff members and the administrator.

8-4 All parts of the collection should be readily accessible, preferably open shelf, but in all circumstances, should be located so that materials may be retrieved in a reasonable period of time.

8-5 If documents are maintained in a separate division of the library, the space provided should be conveniently located to encourage use of the materials.

8-6 The library should abide by the recommended standards for access by handicapped users.

8-7 Tables and/or carrels should be provided for in-library use of documents.

8-8 Microform readers and reader/printers for the principal types of microforms should be provided.

8-9 Microform storage should be located convenient to the documents area.

9. SERVICE TO THE GENERAL PUBLIC.

9-1 Libraries shall make depository publications available for the free use of the general public. Highest appellate court libraries of the states are exempt from the provisions of 44 U.S.C. 1911 (see 44 U.S.C. 1915).

9-2 In each depository library, there should be recognized focal points for inquiries about government publications. At this point it should be possible to find:

a) resources in the collection, including specific titles
b) location of wanted publications in the library
c) answers to reference questions or a referral to a source or place where answers can be found
d) guidance on the use of the collection, including the principal available reference sources, catalogs, abstracts, indexes and other aids
e) availability of additional resources in the region
f) assistance in borrowing documents from a regional or other libraries
g) user privileges for other libraries, educational agencies, culturally deprived, disadvantaged, handicapped, retired users and the community at large.

9-3 The library should have the option of establishing its own circulation policies for use of depository materials outside the library.

9-4 The library should provide facilities for using materials within the library, including copying facilities and equipment for reading microforms.

9-5 The library should publicize the depository collection through displays and announcements of significant new titles.

9-6 The library should provide to all users reference assistance with regard to depository publications.

10. COOPERATION WITH THE GOVERNMENT PRINTING OFFICE.

10-1 Depository library staff should familiarize themselves with the depository instructions and abide by their conditions.

10-2 Claims should be submitted within stated time limits.

10-3 Depository library staff should use correct address when corresponding with the Government Printing Office.

10-4 Questionnaires and surveys submitted by the Superintendent of Documents to depository libraries should be completed and returned promptly.

11. INTERLIBRARY COOPERATION.

11-1 All depository libraries should be considered as part of a network of libraries consisting of selective, regional, and national.

11-2 Selective depositories should cooperate in building up the collections of the regional depositories.

11-3 Selective depositories should cooperate with the regional depositories in the redistribution of documents not needed in their own organizations.

11-4 All depository libraries should cooperate in reporting to the Superintendent of Documents new Federal documents not listed in the Monthly Catalog.

11-5 All depository libraries should cooperate in the development of tools for the identification and location of documents in other libraries.

11-6 Depository libraries borrowing documents from other libraries should verify bibliographic information as completely as possible.

11-7 All depository libraries should provide material on interlibrary loan at least for the regional depository.

11-8 All depository libraries should have a policy of providing photocopies of depository materials to other libraries no less liberal than for other library materials.

12. REGIONAL DEPOSITORIES.

12-1 Eligibility to become a regional depository library:

a) There may not be more than two regional depositories in one state. A regional library may serve two or more states, or regional status may be shared by more than one library.
b) A regional library must be an existing depository.
c) A regional depository should be conveniently located to serve the largest number of libraries possible.
d) The library selected for regional status should have an adequate retrospective collection, space, personnel and a continuing basis of financial support sufficient to fulfill the obligations of a regional depository.
e) The selection of a regional depository should be agreed upon by the state library authority and a majority of depository libraries within the region.
f) Designation of the regional must be made by one of the U. S. Senators of the state.

12-2 Responsibilities of regional libraries include:

a) receiving and maintaining permanently all depository publications in either printed or microform as provided in the depository instructions

b) attempting to complete their retrospective collections of major serials, annuals and other research materials by means of gift, exchange or purchase, including microforms
c) screering all lists of documents withdrawn from selective depositories to insure their future availability in the region
d) acquiring additional copies where necessary
e) assisting selective depositories with reference questions, interlibrary loans and photocopies
f) granting permission to selective depositories to dispose of unwanted documents according to the Instructions to Depository Libraries (latest edition)
g) providing guidelines to selective depositories for preparing disposal lists of unwanted documents
h) contributing to the effectiveness of the depository network through workshops, training sessions and consultive services within their region.

12-3 The regional depository may authorize the transfer of depository material within the state between depositories to insure maximum use. Transfer of material is not to be regarded as disposal.

12-4 The initial receiving depository library remains responsible and accountable for the documents during the period required by law.

Budget of the United States Government
Catalog of Federal Domestic Assistance
Census Bureau Catalog
Census of Housing (for State of Depository only)
Census of Population (for State of Depository only)
Code of Federal Regulations
Congressional Directory
Congressional District Data Book
Congressional Record
County-City Data Book
Federal Register
Historical Statistics of the United States
Monthly Catalog
Numerical Lists and Schedule of Volumes
Publications Reference File
Slip Laws (Public)
Statistical Abstract
Statutes at Large
Subject Bibliographies (S.B. Series)
Supreme Court Reports
United States Code
United States Government Manual
Weekly Compilation of Presidential Documents

BYLAWS

of the

DEPOSITORY LIBRARY COUNCIL TO THE PUBLIC PRINTER

as amended October 18, 1977

ARTICLE I - Name. The name of this organization shall be the Depository Library Council to the Public Printer.

ARTICLE II - Purpose. The purpose of the Depository Library Council to the Public Printer shall be to advise the Public Printer and the Assistant Public Printer (Superintendent of Documents) on matters dealing with the Depository Library Program, specifically:

a. Needs of depository libraries relative to Government publications.

b. Cataloging and indexing of documents.

c. Shipping and handling publications.

d. Availability of publications to patrons and the public.

e. General administration of the program.

ARTICLE III - Membership.

Section 1 - General Membership. The Membership of the Depository Library Council shall consist of not more than 15 members of the Library community appointed by the Public Printer. The Public Printer and the Assistant Public Printer (Superintendent of Documents) are ex-officio members.

Section 2 - Membership Makeup. At least five of the members of the Council shall be persons who work full time with Government documents in a depository library.

Section 3 - Term of Office. The members shall serve three years; five retiring each year and five entering each year, and members may be reappointed for a second term. Terms shall begin October 1.

Section 4 - Vacancies. Vacancies on the Council will be filled by the Public Printer after consideration of recommendations from library associations, Council members and other librarians.

Section 5 - Alternates. A member of the Council may designate a non-voting alternate to serve as an observer in his absence.

ARTICLE IV - Officers of the Council.

Section 1 - Officers. The Officers of the Council shall be a Chairman, a Chairman-elect and a Secretary. The terms of office shall begin October 1.

Section 2 - Selection of Officers. The Chairman-elect shall be nominated by the Council during its spring meeting and confirmed by the Public Printer no later than July 1. The Chairman-elect shall be selected from the members of Council who are in the first year of their term on the Council, shall serve as vice-chairman for the year beginning October 1 following selection, and shall automatically become Chairman for the second year following selection. If, for any reason, the Chairman-elect shall not be able to complete

the term for which confirmed, the Council shall nominate at its next regular meeting a person to complete that term.

The Secretary shall be appointed by the Chairman-elect for a term to coincide with the Chairman-elect's tenure as Chairman. The Secretary shall be eligible for reappointment.

ARTICLE V - Duties of the Officers.

Section 1 - Chairman. The Chairman shall preside over meetings of the Council. He will have the duty of organizing the Council. He shall appoint such committees as necessary to carry out the duties of the Council. He shall serve as direct liaison between the Council and the Public Printer.

Section 2 - Chairman-elect. The Chairman-elect shall be responsible for the agenda for the fall meeting. The Chairman-elect shall perform all acts and duties ordinarily required of the Chairman in the absence of the Chairman. Should the Chairman and the Chairman-elect be absent from any meeting, the Council shall select from the members present a person to act as Chairman for that particular meeting.

Section 3 - The Secretary. The Secretary shall arrange for preparation of records of meetings and proceedings. The Secretary shall further handle all official correspondence of the Council and each notice of meetings and keep all other records of the Council.

ARTICLE VI - Meetings.

Section 1 - Regular meetings. The Council shall meet twice a year, in the spring and in the fall, at times and locations designated by the Public Printer.

Section 2 - Additional meetings. The Chairman may call additional meetings upon the written request of the Public Printer or a written request of eight or more members of the Council.

Section 3 - Notice of meetings. Notice of meetings shall be mailed to the membership at least 30 days before the date of each meeting, and notice will be published in the Federal Register.

Section 4 - Open meetings. Meetings of the Council will be open to the public.

ARTICLE VII - Reports.

Section 1 - Reports of meetings. The secretary will prepare a report of each meeting for the signature of the Chairman and the Public Printer. A synopsis of the action taken by the Council at the meeting will be included.

Section 2 - Annual reports. The Chairman shall present to the Public Printer an annual written report of the activities of the Council. Such reports shall be published and disseminated to the Council as soon as approved by the Public Printer. A copy of such approved Annual Report shall be forwarded to all Depository Libraries and be filed with the National

Archives Records Service. This report will be listed in the Monthly Catalog and will be available for purchase.

ARTICLE VIII - Rules of Order. The rules contained in the latest edition of Robert's Rules of Order shall govern the meetings of the Council in all cases to which they can be applied and are not inconsistent with the charter or special rules of the Public Printer.

ARTICLE IX - Amendments. These bylaws may be amended by majority vote of the Council at a duly constituted meeting.